

City of Saint Paul - Department of Safety and Inspections

Strategic Planning Process

(Vision, Mission, Values, Goals, and Strategies)

Purpose:

To develop a comprehensive, strategic plan to guide the DSI organization by May 30, 2007.

Process Steps:

- Conduct Employee Focus Groups before beginning Strategic Planning process.
- Develop a draft Strategic Plan based on focus group data.
- Seek stakeholders input and feedback.
- Create Tactical Implementation Plan(s), both department-wide and division-specific.
- Identify Projects and Project Manager(s).
- Evaluate and monitor progress.
- Adjust and finalize the Plan as needed.

Stakeholder Groups

Purpose:

To seek feedback and obtain input from the multiple internal and external stakeholders.

Possible Stakeholder Groups:

- DSI Employee Focus Groups
- Labor-Management Committee
- External Stakeholder Groups

Membership:

To be determined as strategic planning process unfolds.

Senior Management Team

Purpose:

To establish the strategic direction for the Department of Safety and Inspections, manage the day-to-day operations and the overall transition process, and connect the strategic plan to the daily work of employees.

Membership:

Comprised of the five Division Managers. The Departmental Accountant and Administrative Assistant.

DSI Management Team

Purpose:

To assist Senior Management in managing the day-to-day operations of the Department and to help guide the transition process within each functional area.

Membership:

Comprised of Senior Management staff and all supervisory personnel for the combined DSI operation. This is approximately 20 plus people.

Transition Steering Team

Purpose:

To serve as the steering team for the transition process, guiding and managing the merger of safety and inspection functions of the City.

The Transition Team is advisory to the Senior Management Team and will be chosen once the draft Strategic Plan is finalized.

Membership:

Comprised of DSI employees who are subject matter experts who will assess implementation strategies from a big-picture perspective.